

CAMS Training Registration Process FY 2005

CAMS Training Schedule

The FY 2005 CAMS Training Schedule is available on the CAMS web site at <http://www.rdc.noaa.gov/~cams/>. Revisions to the posted schedule will be updated on an as needed basis.

CAMS Training Registration

All requests for training conducted by the CAMS staff must be submitted via e-mail to CAMS.TrainingServices@noaa.gov. Registration information should include the individual's name, LO, class/date(s), and ACCS (Organization, Project, Task codes). ***Registrations will not be accepted without ACCS data.*** Subsequent changes and/or cancellations are also submitted to CAMS.TrainingServices@noaa.gov. Designated Line/Staff Office contacts are listed in a subsequent section of this document and should be copied on all training registration requests.

Costs

A cost of \$275 per day will be charged to the ACCS cited for each registration; for any invalid codes, costs will be charged to the default ACCS which is used for labor. If individuals are unable to attend as scheduled, cancellations must be received at least 3 working days prior to the training unless a substitute is provided. Organizations will be charged \$350.00 for failure to cancel/substitute. Cancellations are also submitted to CAMS.TrainingServices@noaa.gov.

Confirmations

Confirmations will be sent out via e-mail 2-3 weeks prior to a scheduled session. The confirmation e-mails will be sent to each individual registered for a class with a copy to the designated LO contacts, CAMS Team Leads, and ASC coordinators.

Minimum Class Size

A minimum of 10 per class is required for most training sessions. Exceptions may be made under certain circumstances. Individuals registered for a cancelled class will be notified via e-mail and have the opportunity to register for a later session.

Time/Locations

Classes are normally scheduled for 8:30 - 4:00; any change to times for a specific class will be identified in the confirmation e-mails. Training will be held at Headquarters and ASC locations.

Training in the Washington DC metro area will be conducted in the training room at the CAMS Center which is located at 200 Perry Parkway, Suite 10, Gaithersburg, MD. Directions to the CAMS Center are available on the CAMS web site at <http://www.rdc.noaa.gov/~cams/>.

Training conducted by CAMS staff at the ASCs are normally at the following locations:

EASC	Norfolk Federal Building EASC Training Room 200 Granby St Norfolk, VA
CASC	National Weather Service Training Center 7220 N.W. 101 st Terrace Kansas City, MO
MASC	David Skaggs Research Center Outreach Room GB124 325 Broadway, Boulder, CO
WASC	NMFS Traynor Seminar Room Building 4 7600 Sand Point Way NE Seattle, WA

Cancellations Due to Weather Conditions

In the event of hazardous weather conditions, the CAMS Office complies with NIST's policy for weather-related closures. To determine if the NIST policy is in effect, please call 301-975-8000 or 800-437-4385, ext. 8000 for a recorded message pertaining to closures or delayed arrivals. If work is delayed for at least two hours, CAMS training will be canceled for the day and rescheduled.

CAMS Program Division Training Contacts:

Jackie.Schreckengost@noaa.gov	301-427-1009 Ext. 130
Joan.M.McKean@noaa.gov	301-427-1009 Ext. 128
Rosalee.Lindsey@noaa.gov	301-427-1009 Ext. 151

ASC Training Registration

For all training conducted by ASC staff (Purchase Card or Travel Manager), ***requests should be submitted to the appropriate ASC coordinator.*** The ASC coordinators are responsible for coordinating training efforts with CAMS Client Outreach, scheduling classes, determining locations, and distributing confirmation information. Confirmations for ASC training sessions will include applicable times and location.

CAMS ASC Coordinators:

The CAMS Coordinators for each ASC are listed below:

EASC	Carolyn.D.Collins@noaa.gov	757-441-6886
CASC	Diane.C.Locascio@noaa.gov	816-426-5916
	Robin.D.Reynolds@noaa.gov	816-426-7543
MASC	Pamala.R.Grisham@noaa.gov	303-497-5307
WASC	Angela.Hunter@noaa.gov	206-526-6042

Line/Staff Office Training Contacts:

Organizations should notify CAMS Client Outreach of any changes to the designated contacts in order to ensure that applicable information is distributed to the appropriate individuals. The following lists the training contacts for each organization:

NESDIS	Alicia.Ferguson@noaa.gov	301-713-9227
	Joan.Bolton@noaa.gov	301-713-9228
	Christopher.Cartwright@noaa.gov	301-713-9228
NMFS	Maureen.Pulver@noaa.gov	301-713-2245
NOS	Carmen.Solis@noaa.gov	301-763-3050
	Donna.Gray@noaa.gov	301-713-2989
NWS	Agnes.Brown@noaa.gov	301-713-9050
OAR	Dawn.Difiore@noaa.gov	301-713-2454
	Mark.Blades@noaa.gov	301-713-2454
OMAO	Lisa.Zuckerburg@noaa.gov	301-713-3425
	Linda.D.Rubio@noaa.gov	301-713-3425
NFA	Gwendolyn.Roache@noaa.gov	202-482-2781
CIO	Jaye.Yoder@noaa.gov	301-713-0042
Staff Offices	Shirley.Battaglini@noaa.gov	202-482-0814
	Tim.Daley@noaa.gov	202-482-0965